

# **OUICK REFERENCE GUIDE**

Using SWIFT Queries for Clean Up and Review

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# **Use SWIFT Queries for Clean Up and Review**

This topic provides a listing of SWIFT queries that can used to manage your assets, along with general instructions for using the SWIFT Query Viewer. A list of commonly used queries, along with a description of use is provided below.

### **Queries to Lookup Asset Profile and Category Information**

1. **M**\_AM\_GBL\_ASSET\_PROFILE.

Do	I_AM_GBL_ASSET_PROFILE- Lists current Asset PROFILE_ID  Download results in : Excel SpreadSheet																
VICW	SetID	Profile ID	Descr	Asset Desc	Capitalize	Taggable	Acq Code	Asset Type	Threshold ID	Category	Convention	Retire Conv	Method	Life	Salvage %	Category	Eff Date
1	SHARE	BLDG_DEPR	Buildings - Depreciable	Buildings - Depreciable	Υ	N	Р	Facility		BLDG	AM	AM	SL	420	0.0000000000000000000000000000000000000	BLDG	01/01/190
2	SHARE	BLDG_IMPV	Building Improvements	Building Improvements	Y	N	С	Facility		BDIMP	AM	AM	SL	420	0.00000000000000	BDIMP	01/01/190
3	SHARE	BLDG_LHI	Build - Leasehold Improvements	Build - Leasehold Improvements	Υ	N	С	Property		BDIMP	AM	AM	SL	420	0.0000000000000000000000000000000000000	BDIMP	01/01/190
4	SHARE	BLDG_NOND	Buildings - Non Depreciable	Buildings - Non Depreciable	Υ	N	Р	Facility		BDNON	AM	AM	MN	0	0.00000000000000	BDNON	01/01/190
5	SHARE	BLDG_OL	OPERATING LEASE BUILDING	OPERATING LEASE BUILDING	Υ	Υ	Р	Facility		LBLD	AM	AM	SL	420	0.0000000000000000000000000000000000000	LBLD	01/01/1902

Query Name	M_AM_GBL_ASSET_PROFILE
Description	Lists current Asset <i>Profile ID's</i> , along with corresponding <i>Category</i> and <i>Asset Type</i> .
Uses	Use this information to understand the setup of each of the Profile ID's. When recategorizing an asset, this query can be used to identify valid combinations of <i>Profile ID</i> , <i>Category</i> and <i>Asset Type</i> .
Prompts	This query does not have any prompts and will generate the complete list when run.
Fields	SetID; Profile ID; Descr (Description); Asset Desc (Asset Description); Capitalize; Taggable (Y/N); Acq Code (Acquisition Code); Asset Type; Threshold ID (Not Used); Category (Asset); Convention (Depreciation); Conversion (Retire); Method (Depreciation: SL – Straight line; MN – Manual); Life (Useful Life of Asset); Salvage % (Fleet); Asset Category (Duplicate); Effective Date (Category); Description (Category); Intangible (Y/N); Status (Depreciable: D – Depreciable, N – Non-Depreciable); Leased (Y/N); Prop Int (Property Interest); Inv (Investment Property).



Query Name	M_AM_GBL_ASSET_PROFILE			
Notes	The generated list will have some columns with duplicate information, or ancillary information. If you download the information to Excel, you can hide or delete these columns.			

# 2. M\_CG\_GBL\_CATEGORIES\_ASSETS.

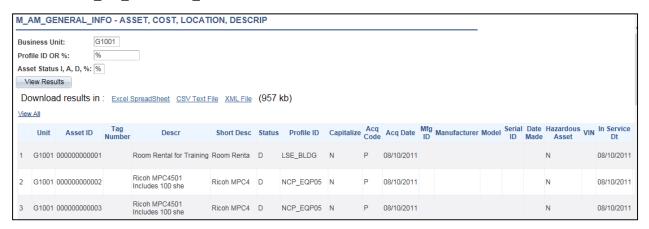
M_CG_GBL_CATEGORIES_ASSETS- Categories with Asset Profile							
Downlo	Download results in : Excel SpreadSheet CSV Text File XML File (41 kb)						
View All					First 1-100 of 212 Last		
	SetID	Category Code	Asset Profile	Descript			
1	SHARE	21101701	NCP_EQP10	Mowers > Agricultural machiner			
2	SHARE	21101703	FLEET10	Harvesters > Agricultural mach			
3	SHARE	21101704	FLEET10	Combine harvesters > Agricultu			
4	SHARE	21101705	NCP_EQUIP	Threshing machines > Agricultu			
5	SHARE	21101706	EQUIP10	Crop dividers > Agricultural m			
6	SHARE	21101800	NCP_EQP10	Dispersing and spraying applia			
7	SHARE	21101900	NCP_EQUIP	Poultry and livestock equipmen			

Query Name	M_CG_GBL_CATEGORIES_ASSETS
Description	List of current Purchasing Category Codes which are associated with Asset <i>Profile ID</i> 's.
Uses	Identify Purchasing Category Codes that are linked to an Asset Profile ID. When these Purchase Category Codes are entered for a Purchase Order (PO) Line item, a default Asset Profile ID is automatically entered for the Line. When a Profile ID is entered, an asset will be created in the Asset Management module from the Receipt and Voucher records.
Prompts	This query does not have any prompts and will generate the complete list when run.
Fields	SetID (Share); Category Code (Purchasing), Asset Profile, Descript (Purchasing Category Description).



### Queries to Run Regularly to Manage your Assets

1. M\_AM\_GENERAL\_INF0



Query Name	M_AM_GENERAL_INFO
Description	List of assets with summary (total) cost, summary (total) quantity, and Location.
	(To view detailed asset information, view the M_AM_GENUSER_INFO query.)
Uses	For assets with Status "In Service", use the fields listed below to identify issues:
	Cost: Review assets with small costs and verify that they should be assets.
	Quantity: Normally, the asset Quantity should be "1". Verify any other Quantity.
	<b>Tag Numbers</b> : If your agency requires Tag Numbers, review for missing Tag Numbers.
	Location: Review for invalid Locations.
	<b>Profile ID's</b> : Profile ID's should relate to the cost of the asset. You can select each Profile ID (or Group of Profile ID's) and review the associated costs to find any anomalies. If you find issues, you will need to verify that the Asset Type, Category, Profile ID and Useful Life are correct for the asset. Refer to the "Recategorizing an Asset (RCT)" topic for assistance.
	Blank Profile ID's: All assets should have a Profile ID. When using the Wildcard (%) for the Profile ID, assets with blank Profile ID's will be included in the list and will need to be verified. Please enter missing Profile ID's.
Prompts	Business Unit, Profile ID or Wildcard (%), Asset Status or Wildcard (%).



Query Name	M_AM_GENERAL_INFO		
Fields	Most fields in this query can be found on the Basic Add page tabs (Refer to Creating (or Updating) Assets with Basic Add" topic.		
	General Info tab:		
	Business Unit, Asset ID, Tag Number, Description, Short Description, Status, Profile ID, Capitalize, Acquisition Code, Acquisition Date		
	Operation / Maintenance tab and Manufacturer/License/Custodian tab:		
	Manufacturing ID, Model, Serial ID, Date Made, Hazardous Asset, VIN		
	Location/Comments/Attributes tab		
	Location, Description, Location Status (not available for viewing)		
	Asset Acquisition Detail tab		
	System Source, Purchase Order Unit, Purchase Order Number.		
	Book page Link on General Info tab		
	In Service Date		
	Cost History page (refer to "Viewing Cost History" topic).		
	Quantity, Cost.		
Notes	Common Asset Status Codes:		
	I – In service		
	D- Disposed (Retired)		
	A – Received (Not in Service)		
	<b>System Source</b> : Will only display "PAP" (AP Online Entry page) or blank by design.		
	Location Status (is not available for viewing in Basic Add)		
	A – Active		
	I Inactive		



### 2. M\_AM\_GENUSER\_INFO.



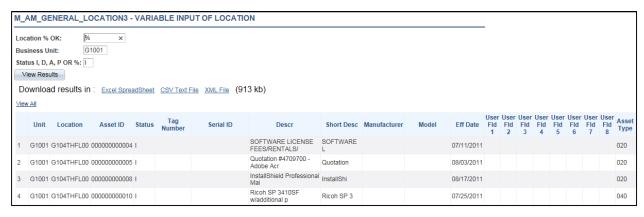
Query Name	M_AM_GENUSER_INFO
Description	List of assets with general information and detailed cost information, along with <i>User Defined</i> fields. This query provides a separate line for each "Cost" record of an asset. Some assets will have multiple cost records and will have corresponding number of lines for the asset.
Uses	For assets with Status "In Service", use the fields listed below to identify issues:
	Profile ID's / Category Combination: Verify that the <i>Profile ID</i> and <i>Category</i> from the most recent Cost record is a valid combination. The "M_AM_GBL_ASSET_PROFILE" provides a listing of valid combinations. If you find issues, you will need to verify that the <i>Asset Type</i> , <i>Category</i> , <i>Profile ID</i> and <i>Useful Life</i> are correct for the asset. Refer to the "Recategorizing an Asset (RCT)" topic for assistance.  Custodian: If your agency tracks Custodians for assets, review for missing or
	invalid records.
	<b>User Fields 1-10:</b> If your agency tracks information in these User-defined fields, review for missing or invalid records.
Prompts	Prompt for Business Unit.



Query Name	M_AM_GENUSER_INFO
Fields	Most fields in this query can be found on the Basic Add page tabs (Refer to Creating (or Updating) Assets with Basic Add" topic.
	General Info tab:
	Business Unit, Asset ID, Tag Number, Description, Short Description, Status, Profile ID, Capitalize, Acquisition Code, Acquisition Date, Asset Subtype.
	Operation / Maintenance tab and Manufacturer/License/Custodian tab:
	Manufacturing ID, Model, Serial ID, Date Made, Hazardous Asset, VIN, Sequence, Custodian.
	Book page Link on General Info tab
	In Service Date
	Location/Comments/Attributes tab
	Location, Description, Location Status (not available for viewing). Address 1, Address 2, City, Street, Postal Code.
	Asset Acquisition Detail tab
	System Source, Purchase Order Unit, Purchase Order Number.
	User Defined Fields tab
	User Fields 1 through 10.
	Cost History page (refer to "Viewing Cost History" topic).
	Accounting Date, Fund, Fin Dept ID, Agency Cost 1, Agency Cost 2, Approp ID, Asset Category, Project, Transaction Type, Quantity, Cost, Activity (Project), Analysis Type (Project), Source Type (Project), Sub Account
Notes	Common Asset Status Codes:
	I – In service
	D- Disposed (Retired)
	A – Received (Not in Service)
	<b>System Source</b> : Will only display "PAP" (AP Online Entry page) or blank by design.
	Location Status (is not available for viewing in Basic Add)
	A – Active
	I Inactive



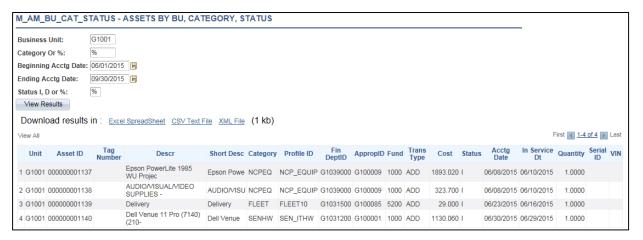
### 3. M\_AM\_GENERAL\_LOCATION3



Query Name	M_AM_GENERAL_LOCATION3
Description	List of assets by Business Unit and Location with physical information, along with <i>User Defined</i> fields.
Uses	Review asset records for specific location and status.
Prompts	Prompts for Location, Business Unit, and Status.
Fields	Most fields in this query can be found on the Basic Add page tabs (Refer to Creating (or Updating) Assets with Basic Add" topic.
	General Info tab:
	Business Unit, Asset ID, Tag Number, Description, Short Description, Status, Profile ID, Asset Subtype.
	Operation / Maintenance tab and Manufacturer/License/Custodian tab:
	Manufacturing ID, Model, Serial ID.
	Location/Comments/Attributes tab
	Location, Effective Date.
	User Defined Fields tab
	User Fields 1 through 10.
Notes	Common Asset Status Codes:
	I – In service
	D- Disposed (Retired)
	A – Received (Not in Service)
	Location Status (is not available for viewing in Basic Add)
	A – Active
	I Inactive



### 4. M\_AM\_BU\_CAT\_STATUS.



Query Name	M_AM_BU_CAT_STATUS
Description	List of asset transactions (Additions, Retirements, etc.) by Business Unit, Asset ID, Category, Transaction Type, and Status.
Uses	View list of assets for a specific Asset Category or Asset Status.
Prompts	Prompts for Business Unit, Category, Beginning Accounting Date and Ending Accounting Date, Status.
	<b>Note</b> : You must provide dates. To include all transactions, use 06/30/2011 for the Beginning Date and the current date as the Ending Date.
Fields	Many fields in this query can be found on the Basic Add page tabs (Refer to Creating (or Updating) Assets with Basic Add" topic.
	General Info tab:
	Business Unit, Asset ID, Tag Number, Description, Short Description, Profile ID.
	Book page Link on General Info tab
	In Service Date
	Operation / Maintenance tab and Manufacturer/License/Custodian tab:
	Serial ID, VIN.
	Cost History page (refer to "Viewing Cost History" topic).
	Accounting Date, Fund, Fin Dept ID, Approp ID, Asset Category, Project, Transaction Type, Quantity, Cost.



Query Name	M_AM_BU_CAT_STATUS		
Notes	Results do not include assets with Status of "Received (Not in Service). Use the M_AM_GBL_ASSET_STATUS_A query to view the assets with the "Received (Not in Service) status.		
	Query results can be incomplete if assets are missing cost records; for example, staff could have incorrectly changed the status of an asset.		
	View M_AM_GBL_ASSET_PROFILE for listing of asset Categories.		
	Common Asset Status Codes:		
	I – In service		
	D Disposed (Retired)		

# 5. M\_AM\_GBL\_ASSET\_STATUS\_A.

M_	//_AM_GBL_ASSET_STATUS_A - RECEIVED (NOT IN SERVICE)																		
_\	Business Unit: G1001  View Results  Download results in: Excel SpreadSheet CSV Text File XML File (9 kb)																		
	w All	au results III	I. Exce	i spreadsneet C	SV TEXT FILE	AIVIL FI	ie (Sk	)											
	Unit	Asset ID	Tag Number	Descr	Short Desc	Status	Sys Source	PO No.	PO Line	Line	Scheo Num	Vendor ID	Vendor Name	Receipt No	Receipt Line	RecvDistLn	Dist Seq	Invoice	Amount (
1	G1001	000000000081		E-Quote 1016278454421 Dell Pro	E-Quote 10	A	PPO	3000000452	1	2	2 .	0000212415		0000000386	1	2	1		121.531
2	G1001	00000000083		Quote #599978108 Dell 2230d La	Quote #599	A	PPO	3000000453	1	2	2 .	0000212415		0000000387	1	2	1		101.786
3	G1001	000000000122		E-Quote 1005761171139 OptiPlex	E-Quote 10	Α	PPO	3000000594	1	2	2 .	0000212415		0000000772	1	2	1		2074.413

Query Name	M_AM_GBL_ASSET_STATUS_A
Description	List of assets with a Status of "A", (Received not in Service).
Uses	This <i>Status</i> should only be applied to assets that are recently received and awaiting payment. If an asset record has not been updated to "In Service" after an appropriate period of time, Asset Managers need to review the records for issues. Refer to the "Resolving "Received (Not in Service)" topic in the <u>Asset Management User Guide (AM1 – Part 2)</u> for instructions.
Prompts	Prompt for Business Unit.



Query Name	M_AM_GBL_ASSET_STATUS_A				
Fields	Many fields in this query can be found on the Basic Add page tabs (Refer to Creating (or Updating) Assets with Basic Add" topic.				
	General Info tab:				
	Business Unit, Asset ID, Tag Number, Description, Short Description, Asset Status, Acq Date (Acquisition Date).				
	Book page Link on General Info tab				
	In Service Date				
	Asset Acquisition Detail tab				
	System Source, all Purchase Order, Receipt, and Vendor fields, Amount, Quantity and ChartFields.				
Notes	Results only include assets with Status of "Received (Not in Service).				



## 6. M\_AM\_GENUSER\_INFO\_CAFR\_NULL.



Query Name	M_AM_GENUSER_INFO_CAFR_NULL
Description	List of assets with Asset Status "In Service" that do not have a complete cost record. Assets not included in CAFR.
Uses	Identify assets with incomplete cost records. All assets in SWIFT should have cost records. When cost records are missing, the asset should be reviewed to determine the reason for the missing records. Refer to the "Resolving "Received (Not in Service)" topic for assistance.
Prompts	Prompt for Business Unit.
Fields	Many fields in this query can be found on the Basic Add page tabs (Refer to Creating (or Updating) Assets with Basic Add" topic.  General Info tab:  Business Unit, Asset ID, Tag Number, Description, Short Description,
	Asset Status, Profile ID.  Book page Link on General Info tab
	In Service Date
	Cost History page (refer to "Viewing Cost History" topic).
	Accounting Date, Fund, Fin Dept ID, Agency Cost 1, Agency Cost 2, Approp ID, Asset Category, Quantity, Cost.
Notes	This query will only display assets with Status of "In Service" by design.



## 7. M\_AM\_GENUSER\_INFO\_CAFR\_ORDER.



Query Name	M_AM_GENUSER_INFO_CAFR_ORDER
Description	Lists the same fields available in the M_AM_GENUSER_INFO query with columns that match the CAFR sequence.
Uses	Generates asset information similar to the CAFR worksheet, for use in reviewing CAFR assets.
Prompts	Prompts for Business Unit, Category, Status, Fund, and Accounting Dates.
Fields	See M_AM_GENUSER_INFO.
Notes	This query will not return asset information for assets that do not have cost records. Before running this query, you should first view the results for the below queries which will provide information about assets with missing COST information:  M_AM_GENUSER_CAFR_NULL  M_AM_GBL_ASSET_STATUS_A



8. M\_AM\_GENUSER\_INFO\_CAFR\_ASSETID.



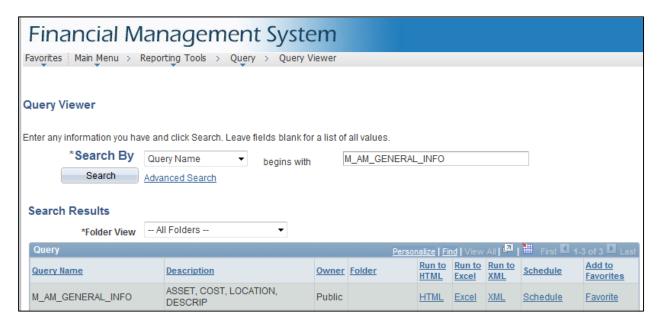
Query Name	M_AM_GENUSER_INFO_CAFR_ASSETID
Description	Lists the same fields available in the M_AM_GENUSER_INFO query with columns that match the CAFR sequence. (Includes Asset ID prompts to limit assets included.)
Uses	Generates asset information similar to the CAFR worksheet for use in reviewing CAFR assets
Prompts	Prompts for Business Unit, Category, Status, Fund, Accounting Dates, and Beginning Asset ID, and Ending Asset ID.
Fields	See No. 4 M_AM_GENUSER_INFO.
Notes	Has a prompt for Asset ID.  This query will not return asset information for assets that do not have cost records. Before running this query, you should first view the results for the below queries which will provide information about assets with missing COST information:  M_AM_GENUSER_CAFR_NULL  M_AM_GBL_ASSET_STATUS_A

#### **Running SWIFT Queries for Clean Up and Review**

Begin by navigating to the Query Viewer page to run the queries.

- 1. Navigation Links: Reporting Tools, Query, Query Viewer.
- 2. Enter your Search criteria, such as the name of the query you want to. The names of frequently used queries are provided in the table below. Detailed descriptions of the queries are provided in the Topic Overview section.





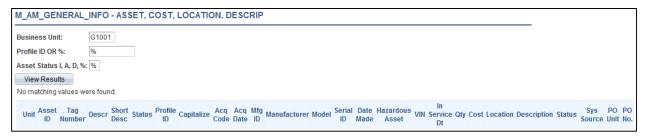
Query Name	Description
M_AM_GBL_ASSET_PROFILE	List of current Asset Management <i>Profile ID's</i> , along with corresponding <i>Category</i> and <i>Asset Type</i> .
M_CG_GBL_CATEGORIES_ASSETS	List of current Purchasing Category codes which are associated with Asset Management <i>Profile ID</i> 's.
M_AM_GENERAL_INFO	List of assets with summary (total) cost, summary (total) quantity, and <i>Location</i> .
M_AM_GENUSER_INFO	List of assets with general information and detailed cost information, along with <i>User Defined</i> fields. This query provides a separate line for each "Cost" record for an asset.
M_AM_GENERAL_LOCATION3	List of assets by Business Unit and Location with physical information, along with <i>User Defined</i> fields.
M_AM_BU_CAT_STATUS	List of asset transactions (Additions, Retirements, etc.) by Business Unit, Asset ID, Category, Transaction Type, and Status.
M_AM_GBL_ASSET_STATUS_A	List of assets with a <i>Status</i> of "A" (Received not in Service).
M_AM_GENUSER_INFO_CAFR_NULL	List of assets with <i>Status</i> "In Service" that do not have a complete cost record.
M_AM_GENUSER_INFO_CAFR_ORDER	Lists the same fields available in the M_AM_GENUSER_INFO query with columns that match the CAFR sequence.



Query Name	Description
M_AM_GENUSER_INFO_CAFR_ASSETID	Lists the same fields available in the M_AM_GENUSER_INFO query with columns that match the CAFR sequence and has a prompt for Asset ID.

- 3. Click on the Search button. Queries display in the Search Results listing.

  Tip: Click on the Add to Favorite link to add these queries to your My Favorites Queries listing so you won't have to search for them again.
- 4. **In** the Search Results listing, select the option you want for the output: select "HTML" to view the query results on the screen; or select "Excel" to download the results in a Microsoft Excel file. A new tab opens to run the query.



- 5. Enter the prompt information which will vary, depending on which query you chose to run. Use the percent sign (%), when noted, as a Wild Card.
- 6. Press the View Results button.
  - If you chose "HTML" for the output, the results will display on the page.



If you chose "Excel", a prompt appears asking what you want to do with the Excel file.
 Options include: "Open", "Save", or "Save As".



